

CSC Adopted: October 2001, CSC Revised: _____**Class Title: Records Administrator****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Involves Citywide records administration including acquisition, storage, maintenance, and disposition of records according to legal requirements. Provides training, advice, and recommendations regarding records retention and disposition. Manages database for Laser fiche imaging system through adding and deleting users, setting security passwords and access levels, and training others on the system. Drafts policies regarding the City records management program.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	M	Classifies and preserves records by reviewing records and files from City Manager and Law Department offices, classifying them by subject, maintaining the record system, and overseeing record activities.
2	M	Manages database for laser fiche electronic imaging system by adding and deleting users, assigning security levels and access rights, reviewing data, recommending and administering policies for use and maintenance of database, coordinating the system and database issues, and training other users.
3	S	Performs other duties by developing and implementing policies, preparing annual budget submissions, approving and monitoring expenditures, supervising two employees, and performing miscellaneous administrative work.

CSC Adopted: October 2001, CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Two years experience in supervisory work, office management, or related work with records and files.
Certifications and Other Requirements	N/A
Reading	Work requires the ability to read manuals, policies, professional journals, schedules, letters, memorandum, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write memorandum, letters, policies, reports, and correspondence.
Managerial	Managerial responsibilities include conducting performance evaluations, developing records management policies, coordinating training activities, and supervising various employees.
Budget Responsibility	Researches documents, compiles data for computer entry, and/or enters or oversees data entry and has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for a work unit of less than bureau size.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, citizens and sales representatives.

CSC Adopted: October 2001, CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium X	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Filing, at office equipment
Sitting	F	Computer, desk work
Walking	O	Inter-office, to/from records storage area
Lifting	O	Records boxes
Carrying	O	Records boxes
Pushing/Pulling	O	Removing and replacing records boxes
Reaching	O	Removing and replacing records boxes
Handling	O	Records boxes
Fine Dexterity	F	Computer keyboard, writing, telephone keypad, typewriter
Kneeling	O	Retrieving files
Crouching	O	Retrieving files
Crawling	N	
Bending	O	Filing, removing and replacing records boxes
Twisting	O	Getting boxes or files
Climbing	O	Stairs, step ladder
Balancing	O	On stairs, step ladder
Vision	C	Computer monitor, reading, writing
Hearing	C	Communicating with personnel and general public, on telephone
Talking	F	Communicating with personnel and general public, on telephone
Foot Controls	N	
Other (specify)	N	

CSC Adopted: **October 2001**, CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Copy machine, typewriter, mail cart, microfilm reader, general office supplies, computer, printer, standard Microsoft Windows and Office software, Internet, Laser fiche Imaging

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	M
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	N
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	R
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)